

Commission Meeting Minutes

Monday, Oct. 4, 2010

Room 317 in the State Capitol Building

Agenda	Dialogue	Action Items
I. Chair Chris Kolstad Welcomes and Opens Meeting	Chairman Chris Kolstad Opens the Montana Commission on Community Service Meeting at 9am	
a. Roll Call	<p>Commission Members Present: Scott Smith, Bob Harris, James Corson, Keith Kelly, Adam Vauthier, John Ilgenfritz, Chas Van Genderen, Austin Lyle, Doug Braun, Stefani Hicswa, Jack Chambers, Jackie Girard, Kim Miske, Chris Kolstad</p> <p>Commission Members Absent: James Steele, Jr., Karin Olsen Billings (Proxy John Ilgenfritz)</p> <p>Guests and Staff Present: Jan Lombardi, Tony Dean, Rebecca Steele, Jennifer Lawson, Jim Auer, Julia Gustafson, Amy Busch, Rabi Vandergon, Josh Vanek, Michelle Hauer, Riley Relte, Eric Cardella, Jono McKinney, Todd Hunkler, Holly Hill, Linda Vrooman Peterson, Brian Magee, Mary Ellen Earnhardt, Sarah Sadowski, Connie Roope, Anna Green, Anna Whiting Sorrell, Ed Tinsley, Julia Fenwick,</p>	
b. Approval of June 11 th Minutes	<p>Keith Kelly Moves to Approve the 6/11/10 minutes.</p> <p>John Ilgenfritz seconds the motion.</p> <p>The motion carries and the minutes are approved.</p>	6/11/10 minutes approved.
a. Announcements	Chris Kolstad welcomes the new commissioners- Adam Vauhtier, Stefani Hicswa, and Austin Lyle. The new commissioners introduce themselves and Adam Vauthier shares highlights from the Board Member Institute at the AmeriCorps Grantee Meeting in D.C. Julia Gustafson gives an overview of the meeting packet prepared for the commissioners.	
II. Updates from the Governor's Office of	<p>"It's up to Us" video shown. Jan Lombardi gives a review of the last year:</p> <ul style="list-style-type: none"> • New staff, new resources, new partners • Governor's calls to service 	

Community Service	<ul style="list-style-type: none"> • Streamlining office, cutting costs, increasing outreach, enhancing communication, yearly timeline, operations manuals and guidelines • OIG audit, homeland security audit, legislative audit, CNCS audit with only minor infractions • Increased branding – ServeMontana, ReadyMontana, social media TV/ radio, public survey press releases – GIS and Google Mapping • Serve Symposium – increasing outreach • 8 New Planning Grants • Volunteer generation fund – unfortunately not funded by CNCS • Partnered with Minnesota on Reading Corps – unfortunately not funded by Department of Education • Developing a college career internship program • Working with the First Lady on Garden Projects • Legislature – our state is better funded than others- working to ensure general fund support continues <p>Rebecca Steele gives her grants updates:</p> <ul style="list-style-type: none"> • AmeriCorps “Hot Topics” include criminal history checks, health insurance, and unemployment insurance • 8 Planning Grants as seed money for service • Future funding cycles will be more competitive • AmeriCorps Programs progress reports have a changed format and are providing good info • Disability grant is used to engage citizens in national service and volunteerism- will be doing mini grants • Trainings update- several successful trainings • Citizen Corps strategy changing- working to build new partnerships and survey the state of current activities and needs <p>Jennifer Lawson gives her marketing update:</p> <ul style="list-style-type: none"> • Social Marketing- updated website, launched facebook, rebranded Twitter • Running AmeriCorps recruitment TV and Radio spots statewide in September • Multiple press releases sent out to promote state and local efforts 	
-------------------	---	--

	<ul style="list-style-type: none"> • Promoting volunteerism through "Volunteer of the Game" at UM and MSU • Fire Ready Montana TV and Radio spots ran statewide for 6 weeks this summer • Winter Ready Montana will be coming in Oct • Staff presenting at multiple locations in MT • Continue to seek applications for the ServeMontana awards <p>Julia Gustafson demonstrates the updated website. (serve.mt.gov)</p> <p>Jim Corson asks about number of hits on website.</p> <p>Julia pulls up web analytics and shows the site is doing well.</p> <p>Jan Lombardi comments that our press releases really promote the website.</p> <p>Tony Dean gives the 2010 Funding Overview:</p> <ul style="list-style-type: none"> • References the numbers printed in the meeting packet • Recently received instructions for the next round of funding • Formula funding might increase, but we won't know until Feb. or March • Learn and Serve funding passes through OPI • Special needs money is already guaranteed • Received CACG 1 year grant for internship opportunities • Youth Serve Montana Scholarships • DOJ Organ Donor Program • 4.9 million total funding for this year • ARRA funding has gone away <p>Jan Lombardi points to the funding flowchart in the meeting packet.</p> <p>Keith Kelly asks about the ARRA funding and general fund amounts. Tony points out the numbers.</p> <p>Jim Corson asks about the various fiscal calendars and when updates are sent out. Jan answers that we reconcile various funding sources various times of the year.</p> <p>Jim Corson asks if planning grants will discontinue. Jan answers that it was one time funding based on carry over funds and unspent formula funds</p> <p>Jackie Girard comments that her office encouraged St. Vincent's to apply for planning grants and notes that it is a good way for an org to diversify their funds.</p> <p>Jim Corson asks if St. Vincent's could apply directly to CNCS for funding. Jackie</p>	
--	---	--

	<p>responds that they've used VISTAs in the past. Jan recommends this discussion as a topic for grant review training on Tuesday.</p> <p>Chris Kolstad asks about the Youth Serve Montana Scholarships. Jan replies that she is still working on raising funds and pursuing the partnership with Campus Corps.</p>	
<p>III. Unemployment Insurance Update (Commissioner Keith Kelly)</p>	<p>Keith Kelly gives an update on Unemployment Insurance (UI):</p> <ul style="list-style-type: none"> • MT is in the black with UI but it is still a challenging economy • Individuals are allowed 28 weeks of benefits and 12-14 weeks of extension • DLI will no longer be collecting UI on AmeriCorps because the purpose is to fund people after job loss <p>Jan Lombardi comments that this is great for programs to cut their overhead. Additionally, Keith explains that the Department of Labor will be promoting volunteerism for unemployed citizens to gain job skills and stay connected to their community.</p> <p>Keith Kelly says Mike Cooney is working to distribute information about UI which will include DLI staff creating a podcast about this.</p>	
<p>IV. Commissioner Workgroup Updates</p>		
<p>a. Grant Review (Commissioner Chas Van Genderen)</p> <p>i. ACTION ITEM- Grant Review Timeline</p> <p>ii. Public Comment for Grant Review Timeline</p>	<p>Chas Van Genderen gives an update on the Grant Review Workgroup;</p> <ul style="list-style-type: none"> • Conference call on 8/23/10 to review the split of the funding timeline, priority areas for funding, and expectations of programs. • The workgroup approve the split of the funding timeline and gave recommendations to the executive committee. • Executive committee supported the recommendations on 8/25/10 • Funding timeline in Meeting Booklet <p>Kim Miske moves to approve the Grant Review Workgroup's recommendation to adopt the grant review timeline.</p> <p>Chas Van Genderen Seconds the Motion.</p> <p>No public comment.</p> <p>Commissioners Vote: all in favor said aye.</p> <p>Motion Carries.</p>	<p>Commission Adopts the Grant Review Timeline.</p>

<p>b. Spread the Word (Commissioner Kim Miske)</p> <p>i. Commissioner Participation Form</p>	<p>Kim Miske gives an update on the Spread the Word Workgroup.</p> <ul style="list-style-type: none"> Commissioners are encouraged to get out in their communities to promote service and volunteering. The Commissioner Participation Form is a way for staff to track this and it is used when staff is sending in performance reporting to the feds. The form is in the meeting booklet and this is the final version approved by the workgroup. <p>Jan Lombardi gives a reminder that this is only for when representing the commission and is not for political activities.</p> <p>Jim Corson asks for clarification of political issues.</p> <p>Jan replies anything partisan. Commissioners should only identify themselves as a commissioner when it is promoting civic engagement.</p> <p>Jim Corson clarifies that the participation form is only to be used when identifying as a commissioner.</p>	
<p>c. The Web Future</p>	<p>Julia Gustafson gives an update on the Web Future Workgroup on behalf of the workgroup.</p> <ul style="list-style-type: none"> Workgroup goals to increase technology use within the commission. We've used SummitNet (interactive video) for the last commission meeting and we will use this again. Tried using Google documents without success. Website updated and commissioners gave feedback. Commissioners are encouraged to contact staff with any technical questions or suggestions. <p>Chair Chris Kolstad thanks commissioners for their participation in workgroups and dissolves the Spread the Word and the Web Future workgroup.</p>	
<p>V. State Service Plan 2011 (Executive Director Jan Lombardi)</p> <p>a. Strategic Planning Update from February Commission</p>	<p>Jan Lombardi gives an update on the draft State Service Plan for 2011.</p> <ul style="list-style-type: none"> The state service plan is developed by request of the Corporation for National and Community Service. It is a strategic plan for the next 3 years. The plan must be approved by the Governor per federal statute. The meeting booklet contains all the reference materials that were used to develop this plan- calendar, funding flowchart, commissioner updates, facts from CNCS, facts from our summer survey, facts on 55+, service days, 	

<p>Meeting</p> <p>b. ACTION ITEM- 2011 State Service Plan Draft</p> <p>c. Public Comment for Draft State Service Plan 2011</p>	<p>maps, web analytics, and more.</p> <ul style="list-style-type: none"> The Strategic Planning update shows that we have completed almost all of the tasks from the February Strategic Planning meeting. <p>Jim Corson asks why “AmeriCorps in Montana” only shows two competitive programs.</p> <p>Jan replies because WORD was a program from last year that is now completed.</p> <p>Stefani Hicswa asks how the plan ties back to goals and how the quality of the services will be measured.</p> <p>Jan replies that for now the assessment will be “yes” or “no” if the goal was completed.</p> <p>Kim Miske Comments that these resources are great tools for the commissioners.</p> <p>John Ilgenfritz moves that the commission approve the draft state service plan.</p> <p>Bob Harris seconds the motion.</p> <p>No public comment.</p> <p>Commissioners Vote:</p> <p>Scott Smith- Yes, Bob Harris- Yes, Jim Corson- Yes, Keith Kelly- absent, Adam Vauthier- Yes, John Ilgenfritz- Yes, Chas Van Genderen- Yes, Austin Lyle- Yes, Doug Braun- Yes, Stefani Hicswa- Yes, Jack Chambers- Yes, Karin Olsen Billings (proxy John Ilgenfritz)-Yes, Kim Miske-yes, Chris Kolstad- yes.</p> <p>Motion Carries.</p>	<p>Commission Approves the State Service Plan 2011.</p>
<p>VI. Bylaws Discussion (Jan Lombardi and Commissioner Kim Miske)</p> <p>a. Existing Bylaws and Draft Updated Bylaws</p>	<p>Kim Miske introduces the draft updated bylaws and the need to update them.</p> <p>Jan Lombardi explains the process to update the bylaws.</p> <ul style="list-style-type: none"> Bylaws were out of date and Sydney Armstrong worked to prepare an updated version. Commissioners are encouraged to review the bylaws and give feedback to staff. Bylaws will be an action item in the December Commission Meeting. <p>Jim Corson asks if commissioners can receive a version of the bylaws that show a summary of what was changed.</p> <p>Jan replies that yes staff can provide that.</p> <p>Chris Kolstad informs the nuts and bolts workgroup that they will work with staff on</p>	

	<p>the bylaws and have a new version of the bylaws to the commission prior to the December commission meeting.</p> <p>Stefani Hicswa points to article 4, section B, part 6 in the draft bylaws. Who selects the new vice chair?</p> <p>Jan replies that this was an error in the current bylaws that stated the Governor appoints the chair, the new bylaws will have the commission vote on the chair and vice chair.</p> <p>Chris Kolstad thanks the staff for their work on the bylaws.</p>	
	<p>Keith Kelly comments that Stefani Hicswa presented at the economic summit and invites her to share more about her presentation.</p> <p>Stefani explains that the panel was on the Montana perspective and she spoke about Montana jobs for Montana's future.</p>	
VII. Break for Lunch	The commission breaks for lunch. (Commissioner Service Activity with Montana Supporting Soldiers and prepares holiday cards to be sent to soldiers.)	
VIII. Update from AmeriCorps State Programs	Chris Kolstad calls the meeting back to order and invites AmeriCorps State programs to present.	
a. Montana Campus Corps (<i>Eric Cardella</i>)	<p>Eric Cardella presents on Montana Campus Corps using a presentation.</p> <p>Doug Braun comments on how proud he is of Campus Corps and Montana Conservation Corps. He also asks if the program includes seniors.</p> <p>Eric responds that it does include nontraditional students.</p> <p>Keith Kelly asks how much funding comes from outside sources.</p> <p>Eric responds that \$569,000 comes in to match their grant and at least 20% of members' pay comes locally and they have jumped in early to match 50%.</p>	
b. Montana Conservation Corps (<i>Jono McKinney</i>)	<p>Jono McKinney presents on Montana Conservation Corps using a presentation.</p> <p>Kayla, a former youth MCC member, presents on her experience with MCC.</p> <p>Jim Whalen, a current MCC crew leader, presents on his experience with MCC.</p> <p>Jim Corson comments that donors strengthen MCC and listed under donors is CNCS. He feels this should be highlighted more to plug CNCS as a major funder.</p>	
c. Justice for Montanans	<p>Michelle Hauer presents on Justice for Montanans using a presentation.</p> <p>Jim Corson asks about the average profile of a Justice for Montanans member.</p> <p>Michelle Hauer responds that they are recent college grads looking to go to law</p>	

<i>(Michelle Hauer)</i>	<p>school. There are also a couple older folks that want to give back.</p> <p>Stefani Hicswa asks for clarification why judges are against pro-se.</p> <p>Michelle Hauer explains that judges want people to be prepared for court.</p> <p>Doug Braun expresses his concerns about the MLSA clients.</p> <p>Michelle Hauer explains that's why they have an AmeriCorps program- to help prepare people for court.</p>	
<p>d. Young Adult Service Corps <i>(Sarah Sadowski)</i></p>	<p>Sarah Sadowski presents on Young Adult Service Corps.</p> <p>Jim Corson comments that he likes that they have moved their focus to the name "Young Adult Service Corps," it has really improved their identity. Jim also asks if all slots are being filled.</p> <p>Sarah Sadowski responds yes and they have added more slots.</p>	
<p>e. Energy Corps <i>(Todd Hunkler)</i></p>	<p>Holly Hill presents on Energy Corps using a presentation.</p> <p>Kim Miske thanks Energy Corps for their strong promotion and branding of AmeriCorps.</p>	
<p>IX. Update from National Service Partners</p>	<p>Chris Kolstad invites the National Service partners to present.</p>	
<p>a. AmeriCorps VISTA <i>(Jackie Girard)</i></p>	<p>Jackie Girard gives an overview presentation of the AmeriCorps VISTA program using a presentation.</p>	
<p>b. Senior Corps <i>(Amy Busch)</i></p>	<p>Amy Busch gives an overview presentation of the Senior Corps programs in Montana using a presentation.</p> <p>Doug Braun asks if RSVP covers weatherization programs.</p> <p>Amy Busch answer it does and just about everything else.</p>	
	<p>Anna Whiting Sorrell, Executive Director DPHHS, presents on the Dept. of Public Health and Human Services and their commitment to Warm Hearts Warm Homes including weatherization and energy assistance.</p>	
<p>c. Learn and Serve <i>(Mary Ellen Earnhardt)</i></p>	<p>Mary Ellen Earnhardt presents on the Learn and Serve program using a presentation and a video about a recent learn and serve project.</p>	
<p>X. Meet our Partners</p>		

Engaging Citizens in Service		
a. First Lady's Math and Science Initiative (<i>Anna Green</i>)	(see below)	
b. Montana Nonprofit Association (<i>Brian Magee</i>)	<p>Brian Magee, Executive Director MNA, presents on the Montana Nonprofit Association and their relationship to the Governor's Office of Community Service. Doug Braun asks Brian to explain what he does.</p> <p>Brian Magee explains that he does fundraising, board development, some program work, and provides planning and vision development.</p> <p>Stefani Hicswa asks for an explaining of training that MNA provides.</p> <p>Brian Magee responds that they provide training in 11 principle areas.</p> <p>Brian Magee introduces the upcoming Build Montana website and partnership with the Governor's Office of Community Service.</p> <p>Bob Harris asks who will be listed on Build Montana.</p> <p>Brian Magee responds any non-profit will be listed for free. There will be a small processing fee with Network for Good for online donations to the non-profit.</p>	
c. Fire Ready Montana- Call to Service i. Fire Safe MT	(Unable to attend the meeting)	
d. Winter Ready Montana- Call to Service i. DPHHS <i>tentative</i>	(see above)	
e. Montana Citizen Corps	Ed Tinsley, Division Administrator DES, presents on Diaster and Emergency Services and how they involve citizens in disaster response.	

i. Department of Emergency Services	Julia Fenwick, Grants Manager, presents on the Citizen Corps grant with the Governor's Office of Community Service . Scott Smith comments that DES has been a great partner in citizen preparedness, education, and outreach.	
	Anna Green presents on the First Lady's Math and Science Initiative- highlighting geological road signs, the new trading cards, the math and science award, and the new website.	
XI. Public Comment	Chair Chris Kolstad appoints Adam Vauthier to the Grant Review Workgroup. Chris Kolstad thanks everyone for attending the meeting and asks for public comment. No public comment. Chris Kolstad reminds everyone that the Grant Review Training will be held in room 472 on Tuesday.	
XII. Adjourn	Bob Harris moves to Adjourn. Jack Chambers seconds the motion. Meeting Adjourned at 5pm.	

October Full Commission Meeting Itinerary

- Commissioner Meet & Greet and Orientation
 - Sunday, October 3rd, 6:00-8:00pm
 - Benny's Bistro, 108 E. 6th Avenue
- Full Commission Meeting
 - Monday, October 4th, 9:00am-5:00pm
 - Room 317 State Capitol Building
- Grant Review Workgroup Training
 - Tuesday, October 5th, 8:30-10:30am
 - Room 472 State Capitol Building

Contact:
Governor's Office of Community Service
 P.O. 200801, Helena, MT 59601
 Phone: 406-444-9077
 Email: serve@mt.gov
 Website: serve.mt.gov